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| **Job Title** | | **Bank Clinical Pharmacist** | |
| **Company** | | One Healthcare Partners Limited – One Ashford Hospital | |
| **Issue Date** | | 6th June 2018 | |
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| **Reports to** | | Chief Pharmacist | |
| **Position Summary** | | To provide a high standard of pharmaceutical services which consistently meet the needs of all service users, are compliant with professional legal requirements and One Healthcare Partners Limited policies.  Ensuring the delivery of high quality, progressive pharmacy services, ensuring they are centred around the patient, are safe and delivered effectively.  Manage the day to day activity of the Pharmacy Dispensary, and participate in the dispensing, labelling and supply of medication for all hospital pharmaceutical requirements including Controlled Drugs in accordance with One Healthcare Partners Limited Medicines Management and controlled drug policies, Medicines Act 1968 and Misuse of Drugs Act 1971, GPhC Code of Ethics and Good Dispensing Practices.    To undertake the professional and legal duties associated with the responsible pharmacist role in compliance with the requirements of the Medicines Act 1968 and the regulations made under the Act, The Medicines (Pharmacies) (Responsible Pharmacist) Regulations 2008.  Provision of expert advice on pharmaceutical matters in the context of an independent hospital, including clinical pharmacy provision at ward level.  Ensure that all practice relating to medicines optimisation throughout the hospital complies with the current legislative framework and, where practice is found to be non-compliant; this is addressed through the relevant hospital processes. | |
| **Hours** | | 37.5 hours per week | |
| Behavioural Attributes | | | |
| **Values** | | * Conforms to the company’s values of positivity, empathy, accountability, caring, quality and value * Foster a culture of trust, transparency and transformation | |
| **Personal Resilience** | | * Be positive and even tempered in the workplace * Flexibility and adaptability to meet the changing needs of the business | |
| **Professionalism** | | * Patients care and safety are the main priority, including encouraging patients to participate in decisions about their care * Demonstrate honesty, integrity, openness and ethics in the workplace and act in accordance with the professional Duty of Candour * Maintain a high level of confidentiality * Be a positive role model and take responsibility for own working practices | |
| **Communication and consultation** | | * Provide clear direction that is fair, unbiased and consistent * Possess a friendly personality and is able to deal with external third parties and end users efficiently and courteously * Use your professional judgement in the interests of patients | |
| **Team work** | | * Focuses own and others actions to achieve goals * Contributes to and fostering a positive working team environment * Responsible and accountable for own designated responsibilities | |
| **Clinical skills and application** | | * Deliver a high standard of individualised patient care, being sensitive to patients needs for dignity and privacy * Ensure that the agreed standards of patient care and confidentiality are maintained in accordance with company policies * Promote clinical excellence at all times and continually develop professional knowledge and competence. * Contribute to the implementation of departmental action plans as a result of clinical audit and review * Ability to pay close attention to detail and work to a high level of accuracy | |
| **Person Specification: Qualifications / Key Selection Criteria** | | | |
| **Qualifications**   * Essential: * Degree in Pharmacy * Registration as a Pharmacist with the General Pharmaceutical Council (any existing or pending Fitness to Practice issues must be declared on application) * Desirable: * Postgraduate Diploma relevant to hospital pharmacy practice * Membership with the Royal Pharmaceutical Society   **Experience**   * Post registration experience of 1-2 years * Clinical pharmacy experience in a secondary acute setting, or proven ability to transfer clinical skills into an acute setting. * Private Hospital experience is desirable. * Previous experience in developing and implementing policies.   **Knowledge**   * All regulatory frameworks and governance arrangements for medicines * Appraisal * Risk Management   **Skills**   * Clinical Leadership * Sound written, numerical and verbal communication skills, including ability to communicate highly complex drug or medicines information to colleagues, service users (or their representatives) * Skills for analysing drug and patient information in order to provide advice on medicines. * Sound computer skills using MS Office Suite and web based reporting systems * Flexibility and adaptability to meet the changing needs of the business * Demonstrable Customer Service skills * Proven ability to work effectively in a team environment and independently as required * Ability to interpret complex occurrences, such as critical incidents or service complaints, and take appropriate action and provide expert advice as a result   **Desirables**   * Membership of the Royal Pharmaceutical Society (RPS) * Membership of the United Kingdom Clinical Pharmacy Association (UKCPA) * Acute NHS Healthcare experience * Acute Private Healthcare experience * Enthusiasm for working hospital wide, not just within Pharmacy | | | |
| Key Performance Criteria | | |
| Element | Criteria | |
| **Main responsibilities and duties of the role** | * Ensure that all practice relating to medicines optimisation adheres to the One Healthcare Medicine Management policy and, where practice is found to be non-compliant; this is addressed through the relevant hospital processes. * To contribute to the One Healthcare Partners Limited Medicines Management framework ensuring the prescribing, procurement, receipt, stock control, security, supply, use of, safety and disposal of medicines are of the highest standard and are compliant with relevant policies, regulations and legislation. * Manage the day to day activity of the Pharmacy Dispensary * To ensure that stock levels of medicines, medical gases and intravenous fluids are adequate to cover the hospital requirements and that stock is stored in accordance with the manufacturer’s recommendations * Influence prescribing practice and medicines management within the Hospital * Attendance on daily multidisciplinary ward round * To liaise with doctors, nurses and other staff to ensure a satisfactory level of patient care within the hospital. This may involve participating in various working parties as required * Adopt evidence based practice * Support the Chief Pharmacist to implement and monitor any national guidance; i.e. NICE guidance * Implement and monitor One Healthcare Partners Limited guidance on all aspects of Controlled Drugs (CD) and ensure quarterly CD audits are completed. * To participate in audit activities, which will improve the quality of the services, provided by the department including medication incident reporting * Complete financial tasks and procedures as required, e.g. maintain journals, balance sheet reconciliations, reconcile invoices and charges, and other ad hoc accounting tasks as and when required * Work within One healthcare financial policies and procedures * Identify when a policy or SOP needs to be written and ensure this is undertaken and implemented/disseminated appropriately. * Ensure adequate training for nurses and RMO when necessary on medicine management and medicine optimisation. * Ensure training and awareness of Pharmacy related policies to all health care providers. * To plan and prioritise own work schedule to fit in with the departments needs * To participate and complete against agreed deadlines objectives which have been set by the Chief Pharmacist | |
| **Teamwork and Communication** | * Demonstrate the ability to work both independently and within a team structure * Behave in a friendly and supportive manner to other employees * Work collaboratively and cooperatively with all members of the team * Resolve any workplace conflict in a professional manner through the correct organisational processes * Assist new members of staff to effectively perform their role * Demonstrate good communication skills * Liaise with colleagues and stakeholders and report outcomes or needs to the relevant manager or team leader * Attend hospital meetings and read relevant communications while contributing to improving standards of services in line with the needs of the business | |
| **Customer Service** | * Treat all customers with respect and equality whilst meeting all aspects of our services in a timely and professional manner * Recognise and tolerate individual differences in others including gender, sexual preferences, age, disability and culture in line with company Equal Opportunities and Dignity at Work policies * Maintain communication networks with key senior managers, staff and other stakeholders so that quality business outcomes are achieved * Dress and personal presentation reflect the requirements of the company Dress Code * Promote the services and people of the hospital to both internal and external clients | |
| **Communications and Consultation** | * Dedicated to the needs of One Healthcare Partners Limited and articulates the company values * Maintain a safe, healthy and supportive environment by being aware of and working within relevant company policies and guidelines * Be a positive role model within the team fostering a culture that is forward thinking and free from blame, encouraging everyone to speak freely and openly * Demonstrate good communication skills | |
| **Continuous improvement and quality control** | * Promote best practice in line with organisational policies and procedures * Be involved and support quality projects being undertaken in the hospital and the organisation * Participate in the annual continuous improvement/risk management plan to ensure patient safety | |
| **Personal and Professional Development** | * Act in a professional manner at all times when dealing with internal and external customers * Demonstrate a good work ethic that includes a caring approach, punctuality, integrity, respect of others and a commitment to professional practice * Adhere to company policies and procedures * Promote the company in a positive manner both internally and externally * Participate in the annual Appraisal & Performance Development Review process * Complete all mandatory training and undertake reasonable training and development in order to retain and improve upon existing skills * To ensure high level of competency in carrying out the tasks required and self-development professionally and personally through routine Continuing Professional Development activity with facilitation and training | |
| **Company Policies, Health and Safety, Confidentiality and Security** | * Adhere to all the company’s policies including confidentiality, information security (whether paper or electronic/digital). All job holders are required to act with Data Protection and Information Security in mind and to ask a senior manager where doubt exists * Ensure safety of self and others in the workplace adhering to relevant organisational Health & Safety Policies * Undertake work place health & safety training including induction and mandatory training such as Manual Handling and Emergency Procedures * Participate in and contribute to health & safety to ensure a safe working environment for clients, community, staff and visitors * Report all incidents and hazards utilising the appropriate reporting procedures and mechanisms * Comply with all company infection control policies and best practice guidelines | |

This job description is not an exhaustive list of duties but is intended to reflect, and outline, themain responsibilities of the jobholder. One Healthcare Partners Limited reserves the right to vary your duties from time to time or to require you to undertake additional duties in line with business needs.

**Employee Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_